



TERMS OF REFERENCE

JOB TITLE / POSITION	ACCOUNTANT III
DESIGNATION (if applicable)	Finance Accounting Officer
JOB LEVEL	SG 19
PLACE OF ASSIGNMENT	OPAPP Central Office
UNIT ASSIGNMENT	Finance Department
REPORTS DIRECTLY TO	Accounting Division Head
SUPERVISES	Bookkeeping and Records Section
COORDINATES WITH	All OPAPP Units and Executives, CSC, DBM, COA, external partners and stakeholders
JOB OBJECTIVE	<ol style="list-style-type: none">1. Prepare and generate Financial Reports and Schedules2. Budget and Financial Accountability Reports to be reflected in the Agency Transparency Seal3. Facilitate accounting processes compliant to DBM, COA and other regulatory requirements
KEY RESULT AREAS	<ol style="list-style-type: none">1. Maintenance of the Agency Transparency Seal as per Budget and Financial Accountability Reports2. Financial Reports and other related Schedules3. Compliance to government rules and regulations (CSC, COA, DBM, etc.)
KEY ROLES AND RESPONSIBILITIES	<ol style="list-style-type: none">1. Prepares / Generates Financial Statements per Cluster of Fund and other financial reports of the Agency for submission to COA, DBM and other oversight agencies;2. Performs periodic examination, reconciliation and maintains the following books of accounts:<ul style="list-style-type: none">• Check Disbursement Journal• Cash Receipts Journal• Cash Disbursements Journal• General Journal• General Ledger3. Prepares Monthly and Quarterly Summary of Actual Disbursements for Financial Accountability Reports and<ul style="list-style-type: none">• FAR 1• FAR1-A• SPMR• FAR 34. Prepares Monthly Disbursement Program (BED 3)5. Performs other tasks that may be assigned by the Accounting Division Head and Director for Finance Department